SCIENCE FOR ALL

A Guide To Planning Involvement In Research

About this document

This document is a draft version of a learning resource, shared for feedback. This document was created by Jack Nunn, pro bono for the charity Science for All in January 2024. This document is licensed under the Creative Commons Attribution-NonCommercial 4.0 International.

Any questions, comments or feedback, please contact info@scienceforall.world

Resource 1: A Guide To Planning Involvement In Research

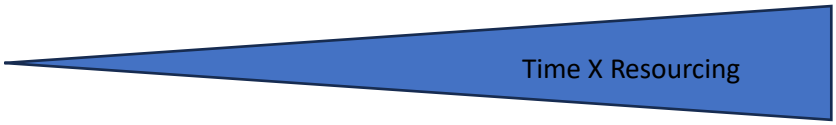
Planning how different stakeholders will be involved in research should be an intrinsic part of the research plan, with a distinct method and appropriate resourcing (budget and staff time).

Ideally, this 'Involvement Plan' should itself be co-designed with appropriate stakeholders to ensure the plan is appropriate, realistic and not exploitative. Planning for involvement should start as early as possible, with involvement activities ideally shaping the research project or question, sometimes well before a project is itself funded.

The following guide divides planning for involvement into three distinct stages, which will ideally take place before the research begins. This guide has been written as a series of reflective questions to help you consider different aspects of the Involvement Plan.

Stage 1: Reflection, mapping and planning

- **What are you doing and why?**
  - Do you or your colleagues have a clear idea of who is doing what, or you plan to do?
  - Why are you doing it? What are **your** motivations? Are everyone else's motivations clear to everyone else? Do you, your colleagues or organisation have stated values?
  - Are you supported sufficiently? Do you have enough time to do this?
- **Why do you want other people involved?**
  - What is the motivation? Is it to improve the quality of research, ensuring the ethics and values are aligned with relevant stakeholders, ensuring the relevance of the research question, improving the methods (including ensuring outcome measures are important), improving the dissemination and translation of the research? Is it to ultimately improve lives?
- **Who will be involved and how?**
  - **Who is doing which tasks?** Are there different stakeholder groupings?
    - Groupings can include: Professional researchers, experts, people directly affected by the research, people with specific experiences which can inform the research, interested members of the general public
    - What might enable or inhibit their involvement? What support might they need to be involved?
      - Who is being paid, who isn't?
      - Have you budgeted for staff or researcher time, including for the Involvement Plan
      - Will you offer training?
      - Will you offer other appropriate support? (paying for travel, IT equipment, emotional support)
  - **What methods will you use?** Co-*what*?

Consultation?	**Co**-creation?	**Co-**investigator?
		
Conduct surveys	**Co**mmittee	**Co**lleague or Co-author

  - **What communication modes will you use?**
    - In person meetings? Video calls? Emails and shared documents? Online text-based discussions? Telephone interviews? Online surveys?
  - **How, where and when will you recruit stakeholders to be involved?**
  - **Do you need ethics approval for your involvement plan?**

About this document: This document is a draft version of a learning resource, shared for feedback. This document was created by Jack Nunn, pro bono for the charity Science for All in January 2024. This document is licensed under the Creative Commons Attribution-NonCommercial 4.0 International.

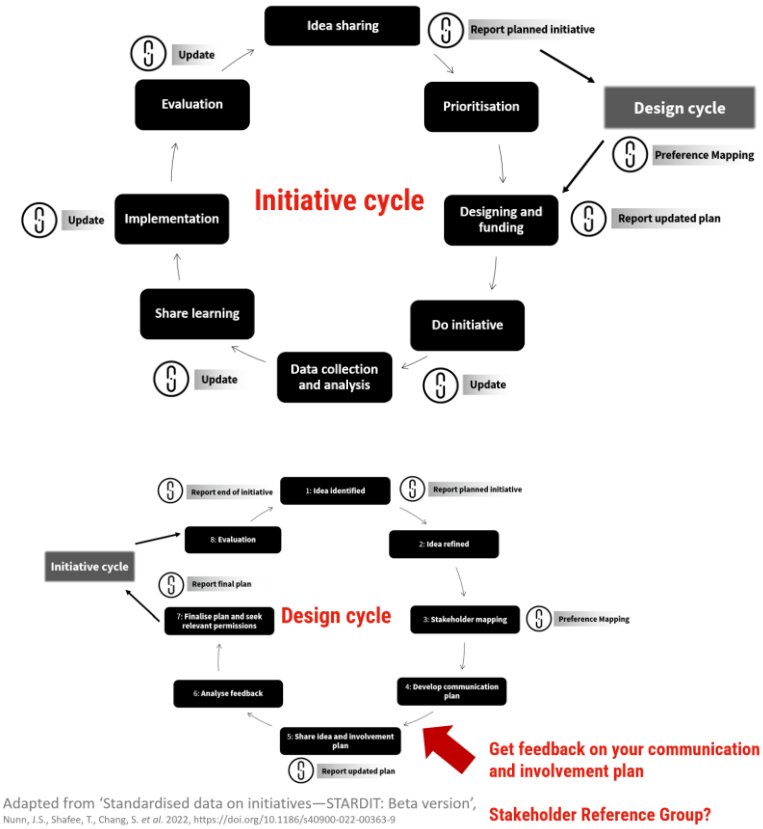
Stage 2: Refining the plan

Once you have a draft 'Involvement Plan', recruit a number of stakeholders to review and refine it. For example:

Method	Interim Steering Committee
Tasks	1: Review and comment on involvement plan 2: Collaboratively map stakeholders 3: Collect information about different stakeholders' preference for involvement (some stakeholders might prefer different methods or communication modes) 4: Report different 'interests' of stakeholders (personal, professional or financial interests) and if there are any 'conflicting' or 'competing' interests
Modes	Video calls, commenting on shared documents
Recruitment	Public link to expression of interest or application *or* invite only
Enablers	People will be paid $100 an hour and offered training and appropriate support
Resourcing	Appropriate resourcing (including budget and staff time) has been allocated
Ethics	Ethics approval has been granted for this Involvement Plan

Stage 3: Begin the Involvement Plan

This guide has been written to align with the 'Standardised Data on Initiatives' (STARDIT) reporting tool. For more information, visit: ScienceForAll.World/STARDIT



Adapted from 'Standardised data on initiatives—STARDIT: Beta version', Nunn, J.S., Shafee, T., Chang, S. *et al.* 2022, https://doi.org/10.1186/s40900-022-00363-9

About this document: This document is a draft version of a learning resource, shared for feedback. This document was created by Jack Nunn, pro bono for the charity Science for All in January 2024. This document is licensed under the Creative Commons Attribution-NonCommercial 4.0 International.

Resource 2: A Template for Planning and Reporting Involvement In Research

By completing this template, you will have outlined the plan for the research, including how different people will be involved in different tasks.

All categories are aligned with STARDIT data fields, which can be used to report the initiative at all stages. Please note as this is a planning template the future tense is used, but present and past events can also be reported. Please note the data fields here are the 'Minimum Contribution' fields, further are available when completing the report. Visit: ScienceForAll.World/STARDIT

Section	Data fields	Guidance for completing the data field		
Initiative context	Initiative name	What is the name or title of the project, initiative or research?		
	Initiative type	Is it research, arts, education, policy, information, media, product, health and social care services?		
	Description	Summarise the project in 1500 characters in plain language as if writing for a 'non-expert' audience		
	Aims	What are the goals, objectives or purpose of this initiative?		
	State	Is this report about an initiative which is **prospective**, **ongoing** , or **completed**?		
	Location	What is the geographical scope of this initiative? For example, 'Australia' or 'global'		
Report Authors	Report authors	Who wrote this report? Who checked the report? Who contributed in other ways (such as editing information)		
	Contact	Is a report author a contact for the initiative? Is the report author affiliated or unaffiliated with the initiative?		
Contributor information	Contributors	**Type**: Who will contribute to this initiative? *This can be an **'individual'**, **'grouping of individuals'** or an **'organisation'**.* Example: 'Grouping of individuals'	**Name**: What is the name of the individual, grouping of individuals (number?) or organisation? Example: Project Steering Committee (10)	**Tasks** (current status): What are the tasks of **individual**, **grouping of individuals** or **organisation** (or planned or completed)? Example: project design (completed), management (ongoing) and data analysis (planned)
	Method	How will this contributor involved? Example: formal committee with Terms of Reference		
	Communication	What modes of communication will be used? Example: In person meetings, video calls, shared online documents?		
	Recruitment	How will people be recruited or invited to contribute to the initiative? Example: Public web-link, email invite		
	Compensation	How will this contributor be compensated or remunerated? Example: payment, honorarium, gift, no compensation		
	Cost	What was the estimated financial cost for involving each individual, grouping or organisation who contributed?		
Other inputs	Financial	What are the estimated financial inputs for this project (how much will it cost?), describe who is paying and provide and public links to information		
	Time and 'other'	How much time is being given to this project? For example, 'in-kind', pro bono or voluntary hours? Any other resources?		
Ethics	Ethics status	Does this initiative need ethics approval? Example: 'Not applicable', 'ethics approval being sought' or 'approved'		

About this document: This document is a draft version of a learning resource, shared for feedback. This document was created by Jack Nunn, pro bono for the charity Science for All in January 2024. This document is licensed under the Creative Commons Attribution-NonCommercial 4.0 International.

Section	Data fields	Guidance for completing the data field
	Ethics details	Which organisation provided approval? What was the date? What is the ID? Can you provide a link to it?
Assessing Inclusivity	Enablers of contribution or involvement	What are the anticipated factors which might enable people to contribute or be involved in the initiative? Example: paying people for time or travel, using accessible technology to conduct online meetings
	Barriers of contribution or involvement	What are the anticipated factors which might inhibit or prevent people from contributing or be involved in the initiative? Example: Not paying people for time, not offering any translation services, only meeting in-person (not online)
Contribution Information	Contributor Interests	What are the financial, personal, professional or other interests of the contributor (including conflicting or competing interests)? Example: All members of the Project Steering Committee are people living with or caring for people with dementia
	Contributor Impacts	What **changes to the initiative** do you anticipate or report as a result of this contribution? Example: The Project Steering Committee changed the scope of the research project from just researching the experiences of people with dementia, to including parents and carers of people with dementia
	Impact stage	What date or stage of the initiative did this impact occur? Example: Planning stage, implementation, data analysis
Outputs and impacts	Output type	What is the type of output? Example: Publication, report or document ? Dataset? Event? Change? Learning item? Knowledge translation? Other type?
	Output description	What came from the work done (e.g. changes made, events held, data and documents produced, things learnt or other results)? When describing these, attempt to label which groupings were affected and how. These can include impacts on people, organisations, processes or other kinds of impacts.
	Learning	What new knowledge was generated? If appropriate include effect size, relevant statistics and level of evidence
	Knowledge translation	How what was learnt **has** or **will** be used
	Impact of output	Impact or effect of the output

About this document: This document is a draft version of a learning resource, shared for feedback. This document was created by Jack Nunn, pro bono for the charity Science for All in January 2024. This document is licensed under the Creative Commons Attribution-NonCommercial 4.0 International.